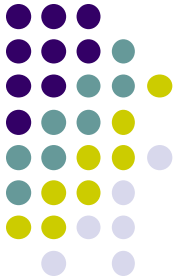
City of Lansing
Dual E Poll Book Training

May 3, 2016
Special School Election

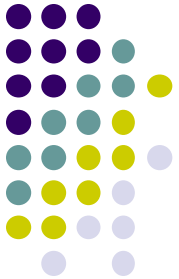
Welcome



- **Introductions**
  - **Who is first time E Poll Book?**
  - **Who is a chair or co-chair?**

- **Classroom Rules**
  - **Turn phone to vibrate**
  - **Encourage to ask questions**
  - **Safe environment to ask questions**
  - **Leave no one behind**
  - **Requires participation**
  - **Sign in and Sign out**

Overview of E Poll Book

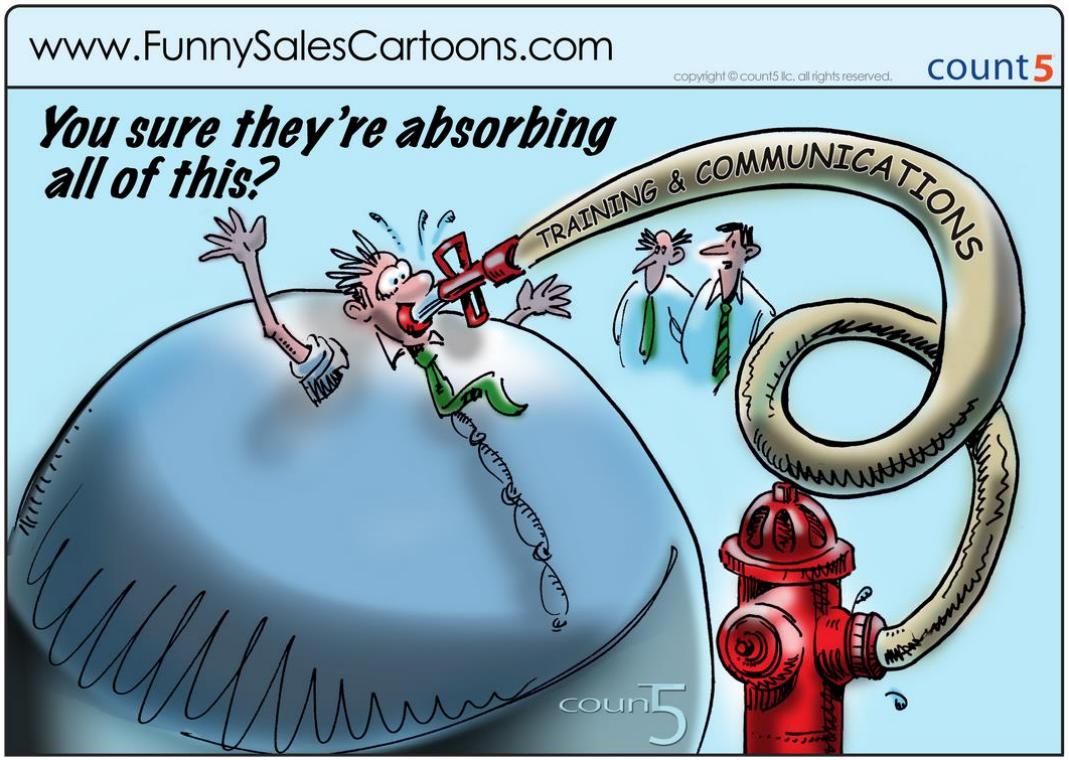


- Updates for School Election
- Opening Dual E Poll
- Processing Voters
- During the Day
- Closing
- Troubleshooting Challenges
- 2016 Election Calendar

We can’t cover everything!

Resources

- Checklist of Operations
- Detailed PowerPoint
- Manual



- Web Page just for you
- http://www.lansingmi.gov/InspectorTraining
- Videos
- Links to SOS

www.lansingmi.gov/InspectorTraining

City Clerk's Office

Text Size: A A A

- About City Clerk Chris Swope
- **Elections**
- Register to Vote
- Polling Locations
- Frequently Asked Questions (FAQs)
- Other Political Links
- Election Results
- Extended Hours In-Person Absentee Voting
- Inspector Training
- City Council Meetings
- Charter & Ordinances
- Passports

Inspector Training

Below are the links to the May 5, 2015 Election Training. All trainings are held at South Washington Office Complex Elections Unit, 2500 S. Washington.
Please check your email or letter to determine which training to regester to attend. If you have any questions about election training, please contact Brian Jackson at 517-483-4135 or email **brian.jackson@lansingmi.gov.**

E Poll Book Refresher Training - required for all scheduled E-Poll Book Workers who have prior experience. Limited number of attendees so please schedule

New E-Poll Book Training - required of all new poll worker or assigned inspectors who are being trained on E Poll Book. Hands-on training of the opening, closing and operations of E Poll Book Inspector

New Inspector Training - required of all new inspectors and new chairs or co-chairs. Everything and more about being part of precinct team

Overview Training - optional training for any inspector who wants to refresh on basic operations like AutoMarks, tabulators, and more

Chair Training - required of all chairs, co-chairs and superchairs to receive update on election precinct procedures

For instructions on how to sign up via eventbrite website, please click here.

Chris Swope
City Clerk

Contact
9th floor of City Hall
124 W. Michigan Ave.
Lansing, MI 48933.
517-483-4131
city.clerk@lansingmi.gov

HOURS
Monday through Friday
8:00 a.m. to 5:00 p.m.

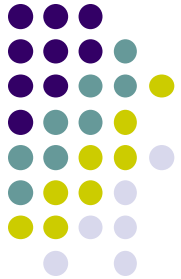
What is on the ballot? One item

Lansing School District Bond Proposal Shall Lansing School District, Ingham, Eaton and Clinton Counties, Michigan, borrow the sum of not to exceed One Hundred Twenty Million Dollars ($120,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of: remodeling, furnishing and refurnishing and equipping and re-equipping school buildings, including security improvements and equipment; erecting, furnishing and equipping additions to school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; erecting, developing, improving, furnishing and equipping athletic facilities and fields; and developing and improving playgrounds, play fields, driveways, parking areas and sites?

School Bond Proposal
that is it

- We expect 10 – 15% turnout, similar to November City Election less than President Primary
- Quick turnaround
- What do you think?
- How should we prepare?

Redistricting in Dec 2015



Why?

- To improve voter experience by reducing wait times and increasing access to polling locations that have more space and parking

Where?

- **Ward 1** (Northeast) Affected Precincts - Pct. 3. 4. 5. 6
- **Ward 2** (Southeast) Affected Precincts **- Pct.16**
- **Ward 3** (Southwest) Affected Precincts - Pct. 26, 27, 29
- **Ward 4** (Northwest) Affected Precincts - Pct. 32, 33, 35, 41, 42 ,44

- All impacted voters received new voter registration cards. Signs will be posted at closed precincts.
- Before making changes, Clerk held 6 Public Hearings and sent postcards

Professional Expectations of ALL Election Workers

- RESPECT– voters, co-workers, guest and yourself
- Come On-Time & Ready to work schedule until dismissed
- Dress Code – clean, no words on clothes

- Lansing Employee Requirements

Precinct Team with Dual E Poll Books

Inspector Team Make-Up	
1 Chair	
1 Co-Chair	
2 – 4 Inspectors	
4 E Poll Book Inspectors	
8 – 10 Total depending projected turnout	

6 Roles of a Precinct Team

Greeter

At the entrance to the precinct,

- Briefly greet and welcome each voter
- Look for people who look “lost,” and ask if they have questions
- Don’t Stop everyone

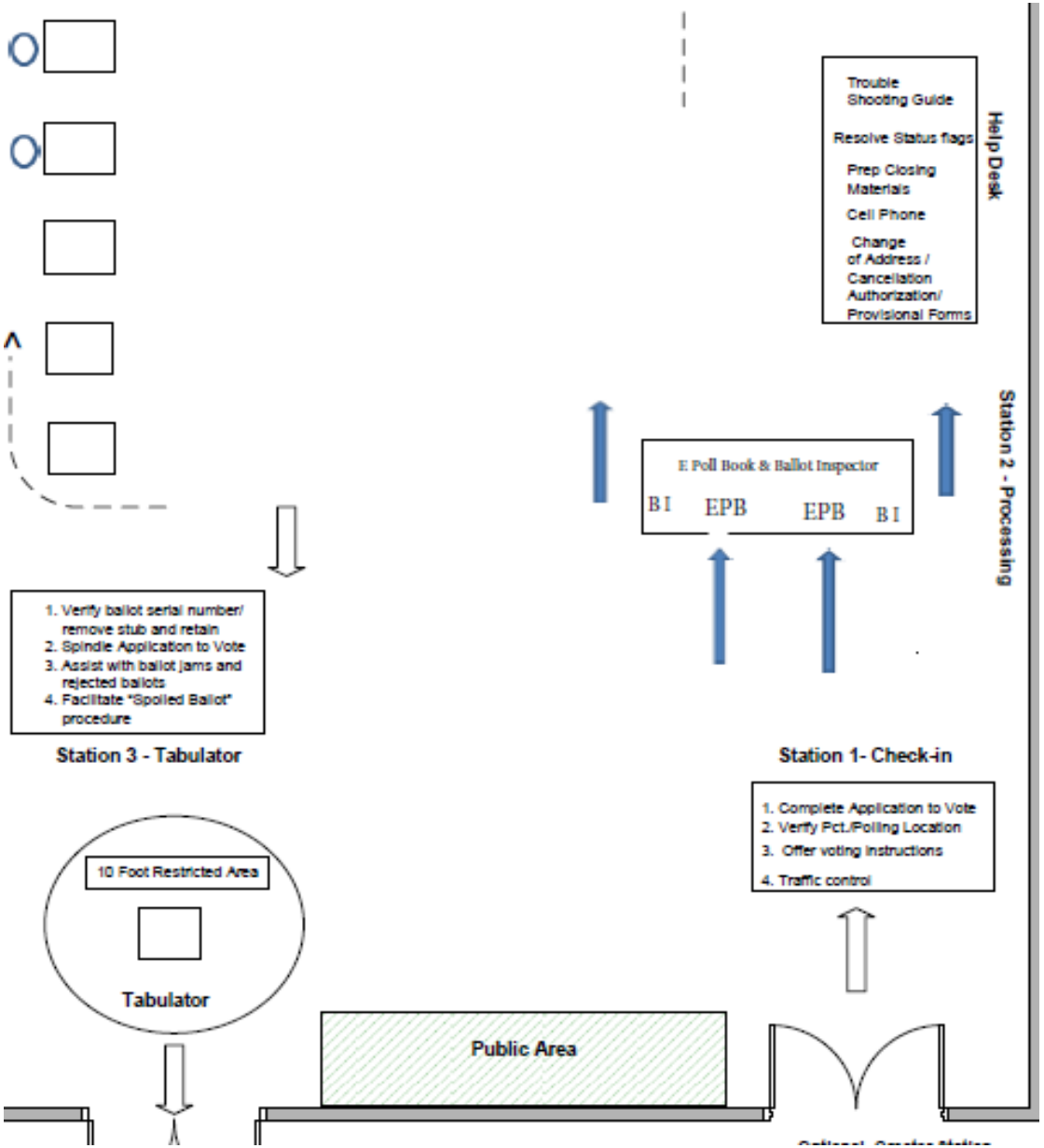
Resources:

- Greeter Laptop (E Poll Book Search), **Multi-Precinct Only**
- Precinct Map
- Street Guide
- Voter List (Black Box)
- Calling City Clerk Office with Greeter or Chair cell phone

- If you have any questions or issues that you are unsure how to resolve, please alert chair or co-chair immediately

- Direct voters to Application Inspector

Ideal Dual Precinct Layout



Trouble Shooting Guide pg 1

6 Roles of a Precinct Team

- Ballot Inspector
  - Confirm Ballot #
  - Initial and write ballot Application to Vote
  - Direct voter to booth a tabulator inspector
  - Accept spoiled ballots

6 Roles of a Precinct Team

- E Poll Book Inspector
  - Try to Keep hands on keyboard.
  - Works closely with the ballot inspector

6 Roles of a Precinct Team

- Tabulator Inspector
  - Check ballot #
  - Advise voter on how to feed ballot
  - Stay 10ft, but monitor the machine
  - If error, review script on top of screen

6 Roles of a Precinct Team

- Chairperson
  - On site supervisor
  - Chair and Co-chair
    - Have very long day & Night
    - Sign off that election is valid
    - Determine break schedule

Before the Polls Open Night before?

Checklist of Operations

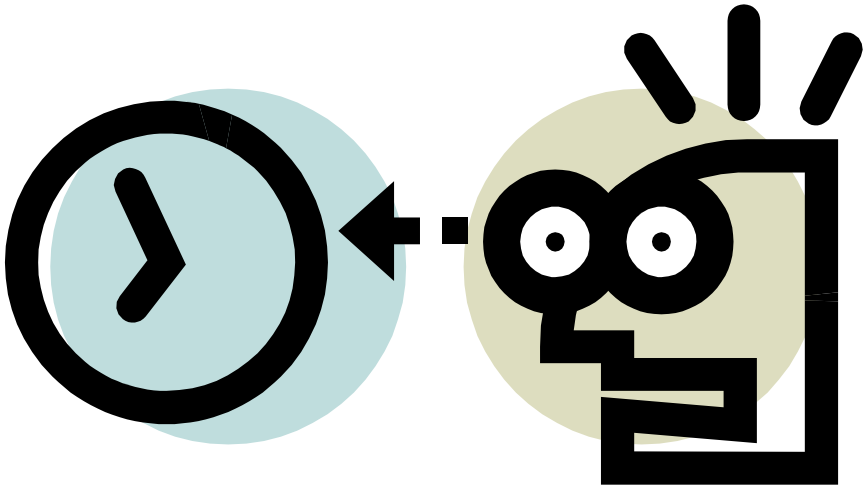
- Review Page 2 -7
  - E Poll Book
  - AutoMARK
  - Tabulator
  - Poll Book and more!

  - 7am –Chair announces "Polls are open"

During the Day pg. 5 – 7pm

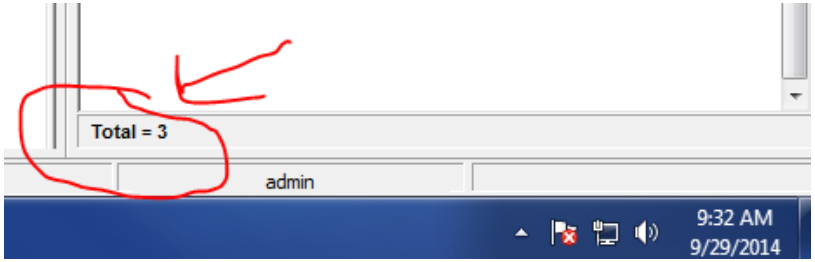
Hourly Check (pg. 5)

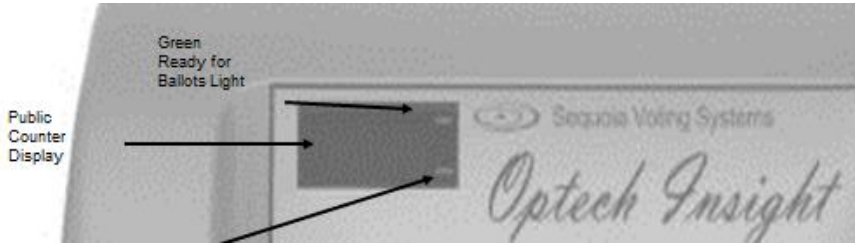
1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check



Ballot Balance Check*

E Poll Book Total Count — **People Voting** = **Tabulator Display**





*** Complete this Check immediately whenever there is a Ballot Jam**

Trouble Shooting Guide

Table of Contents

- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers

Located

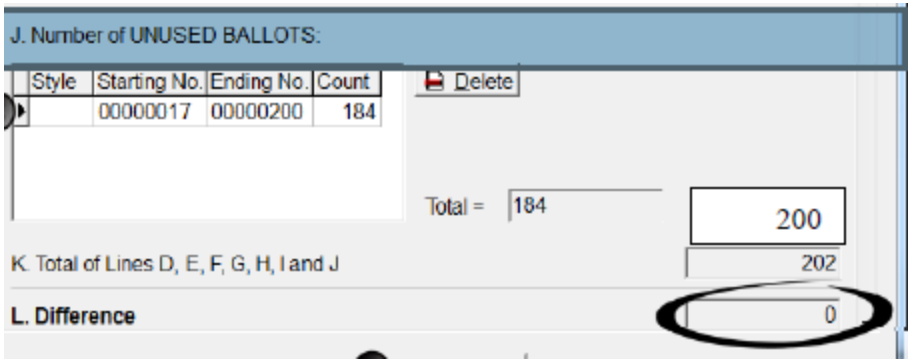
- Binder will be located in Black Box

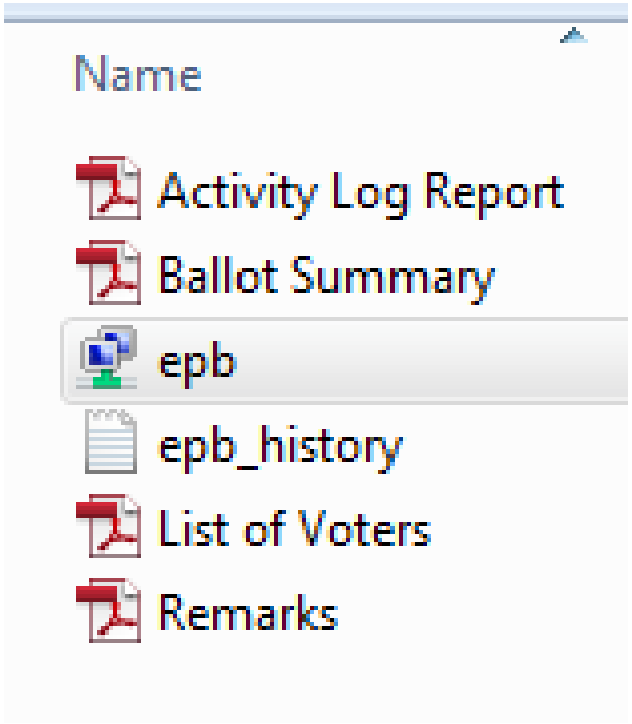
Closing Time pg. 13 - 30

- Polls do NOT close until everyone in line at 8pm has voted
- Everyone leaves together when dismissed by chairperson
- How to seal bag video

Closing Time E Poll Book – page 16

- E Poll Book Summary Report





- 7 Icons in Privacy Zone

what to watch out for?

11/5/2013 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP
PRECINCT 00001

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00001001	00001016	16
[None]	00002001	00002016	16
			32

B. Number of absent voter return envelopes received by board: 0

C. Total of lines A and B (Must match Line K below): 32

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: 12

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 1

G. Number of ballots rejected: 0

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1

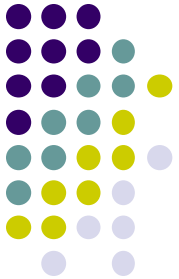
J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00001012	00001016	5
[None]	00002003	00002016	14
			19

K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above): 33

L. Difference: -1

End of the Night Procedures
If Ballots Don't Balance



If the Ballot Summary Report Line J does not balance as expected and the Chair and Co-Chair do not know why*, then:

E Poll Book Check

1) Review E Poll Book End of Day Guide

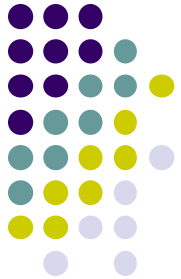
   Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval

2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Note: using the Tab key will move the cursor through all of the required fields starting at Line D

See Trouble Shooting Guide End of Day

If Ballots Don't Balance Con't



Tabulator Check

Check all 3 bins of the tabulator again to collect all ballots

- Count all tabulated ballots by hand in groups of 25
- If the total number of ballots does NOT equal tabulator count, then tabulator needs to be reset and the ballots need to be re-fed.

Notify Superchair and Clerk's Office immediately to request tabulator reset.

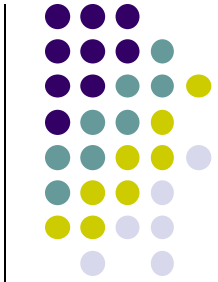
If Ballots Don't Balance Con't

- **Applications to Vote Check**
- In order by voter number, stack applications to vote in groups of 25
  - If the Applications to Vote count does NOT equal tabulator count or the E poll book count, then review *E Poll Book List of Voters Report* to look for skipped ballot numbers

Note:
Please "make a remark" in E Poll Book of any or all of these procedures were completed.

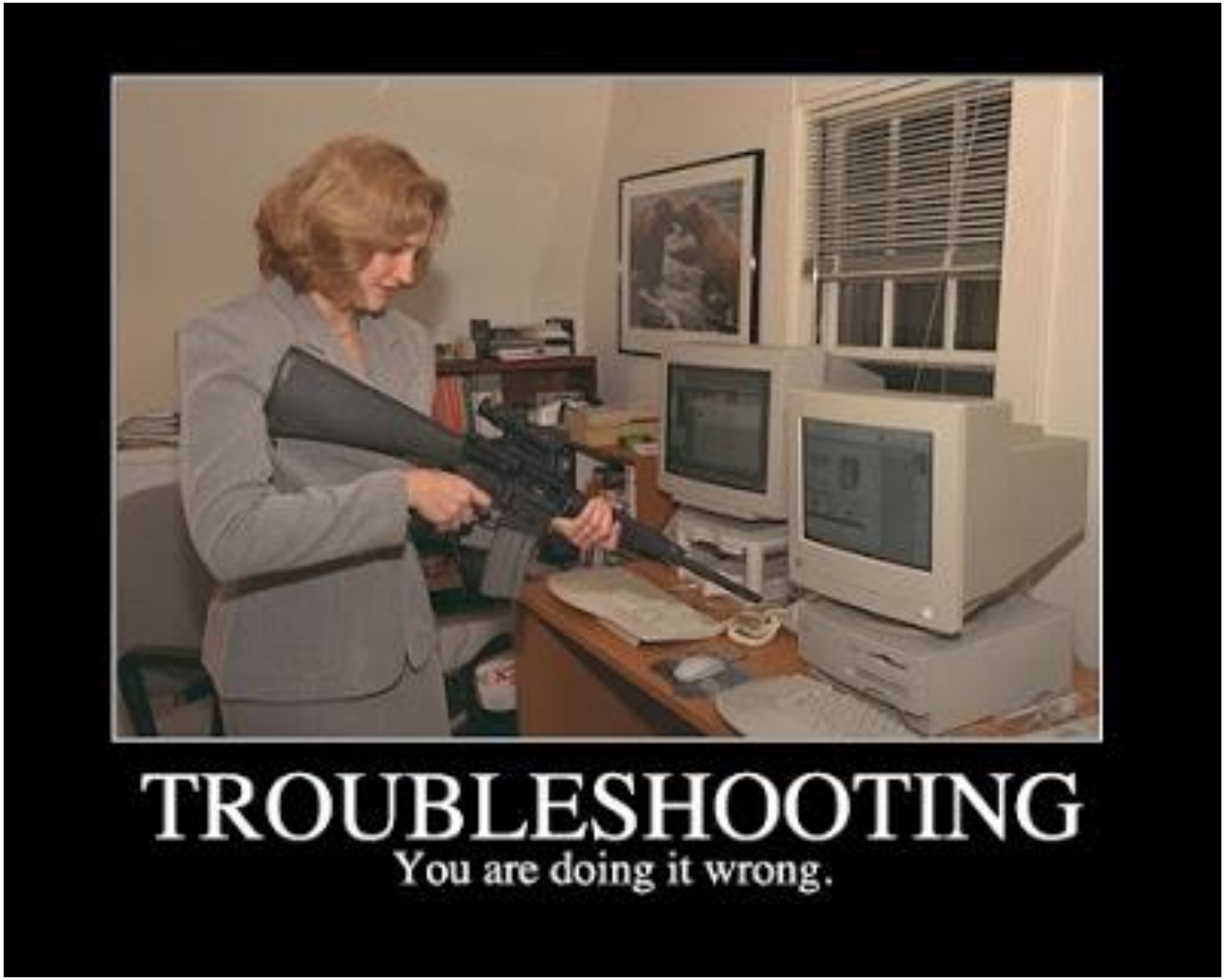
Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

Closing Procedure pg. 13 - 30



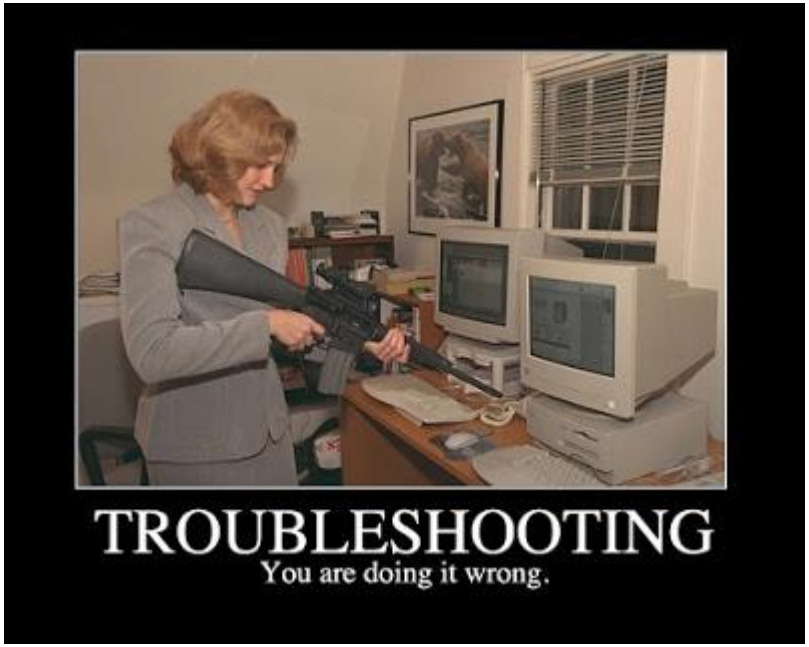
Common Issues	Solutions
• Tabulator -	• Must see results on tape
• Payroll	• Make sure everyone's time is recorded properly. Have them double check
• Ballot Bag Seals	• Step by Step Picture in Troubleshooting Guide
• Items in the wrong location	• Review Check of Operations

Challenges



Challenges

Alternative to:



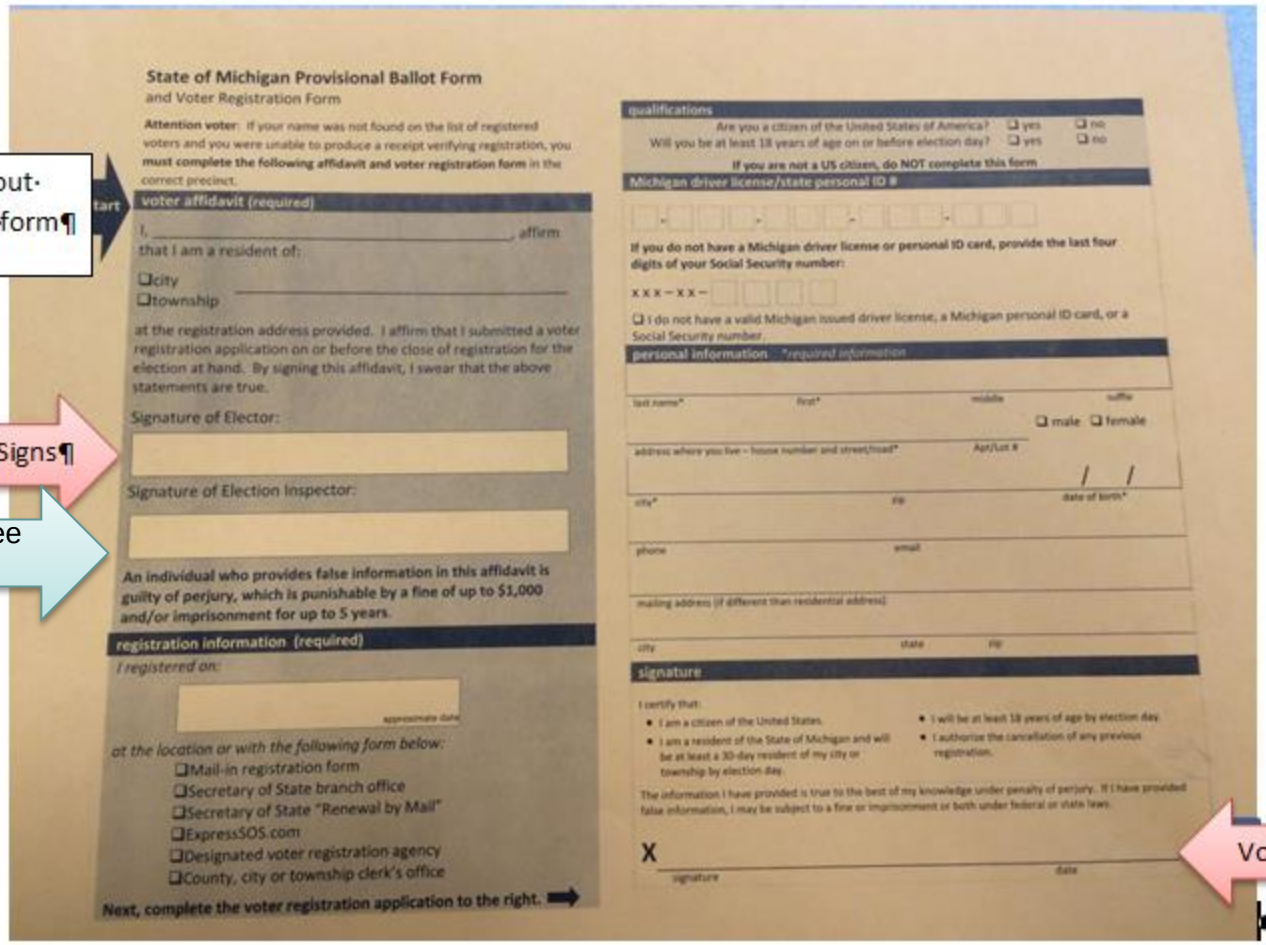
Resources

1. Trouble Shooting Guide
2. Call Super Chair
3. Call City Clerk Office

- Do not stop Election to solve problem.
  - Let other voters vote
  - Use Auxiliary Bin if Jam

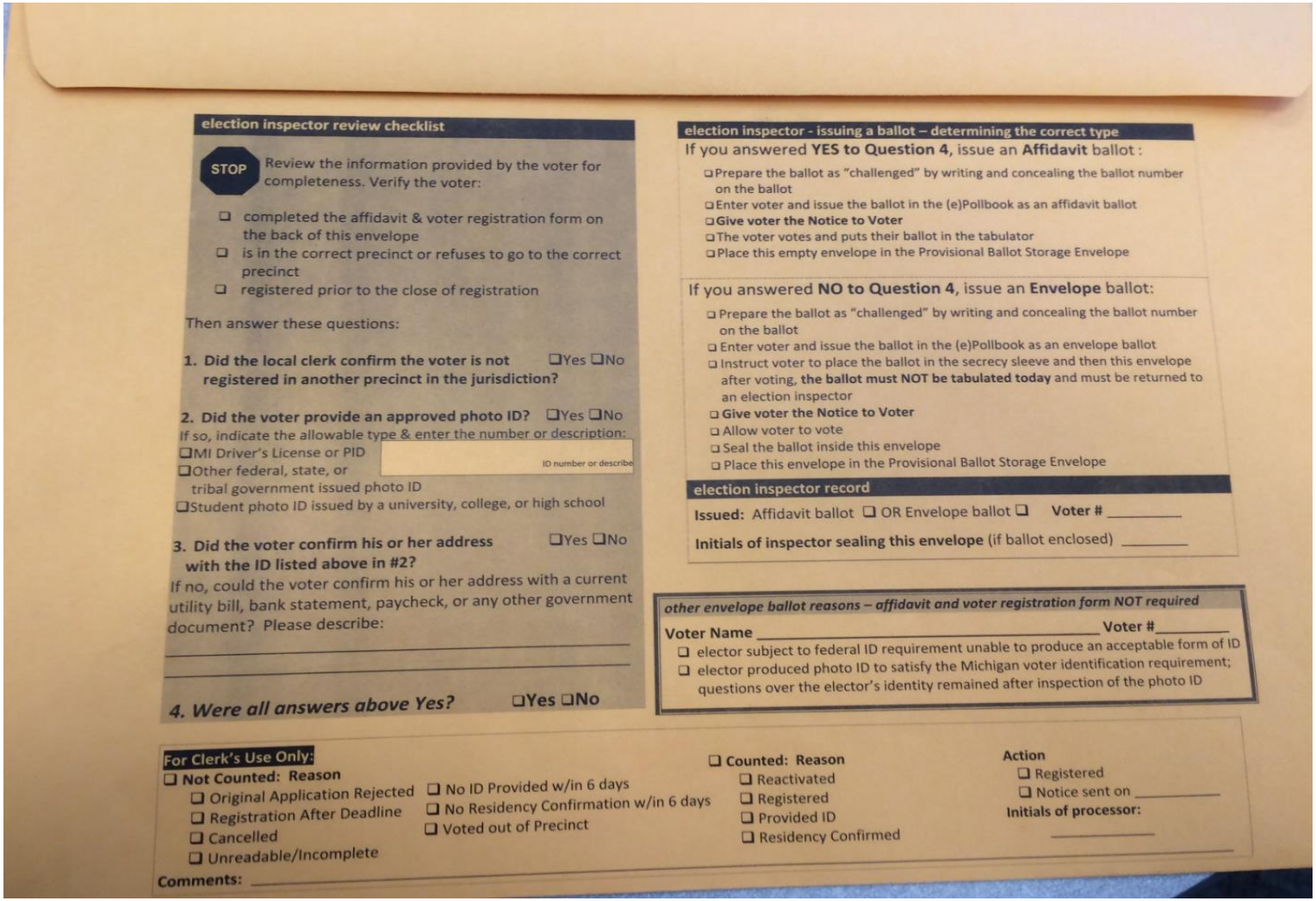
Procedure for Issuing a Provisional Ballot
If the Voter's Name Is Not on the Registration List

Voter Completes – One Side of Envelope. You Sign.



Procedure for Issuing a Provisional Ballot
If the Voter's Name Is Not on the Registration List

You Complete Checklist on Other side



election inspector review checklist

STOP Review the information provided by the voter for completeness. Verify the voter:

- ❑ completed the affidavit & voter registration form on the back of this envelope
- ❑ is in the correct precinct or refuses to go to the correct precinct
- ❑ registered prior to the close of registration

Then answer these questions:

1. **Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?** ❑Yes ❑No

2. **Did the voter provide an approved photo ID?** ❑Yes ❑No
If so, indicate the allowable type & enter the number or description:
❑MI Driver's License or PID
❑Other federal, state, or tribal government issued photo ID
❑Student photo ID issued by a university, college, or high school
ID number or describe

3. **Did the voter confirm his or her address with the ID listed above in #2?** ❑Yes ❑No
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe:

4. ***Were all answers above Yes?*** ❑Yes ❑No

election inspector - issuing a ballot – determining the correct type

If you answered **YES to Question 4**, issue an **Affidavit** ballot :

- ❑Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ❑Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ❑**Give voter the Notice to Voter**
- ❑The voter votes and puts their ballot in the tabulator
- ❑Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered **NO to Question 4**, issue an **Envelope** ballot:

- ❑Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ❑Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ❑Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, **the ballot must NOT be tabulated today** and must be returned to an election inspector
- ❑**Give voter the Notice to Voter**
- ❑Allow voter to vote
- ❑Seal the ballot inside this envelope
- ❑Place this envelope in the Provisional Ballot Storage Envelope

election inspector record

Issued: Affidavit ballot ❑ OR Envelope ballot ❑ **Voter #** _____

Initials of inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons – affidavit and voter registration form NOT required

Voter Name _____ **Voter #**_____

- ❑ elector subject to federal ID requirement unable to produce an acceptable form of ID
- ❑ elector produced photo ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the photo ID

For Clerk's Use Only:

❑ **Not Counted: Reason**
- ❑ Original Application Rejected
- ❑ Registration After Deadline
- ❑ Cancelled
- ❑ Unreadable/Incomplete
- ❑ No ID Provided w/in 6 days
- ❑ No Residency Confirmation w/in 6 days
- ❑ Voted out of Precinct

❑ **Counted: Reason**
- ❑ Reactivated
- ❑ Registered
- ❑ Provided ID
- ❑ Residency Confirmed

Action
- ❑ Registered
- ❑ Notice sent on _____

Initials of processor: _____

Comments: _____

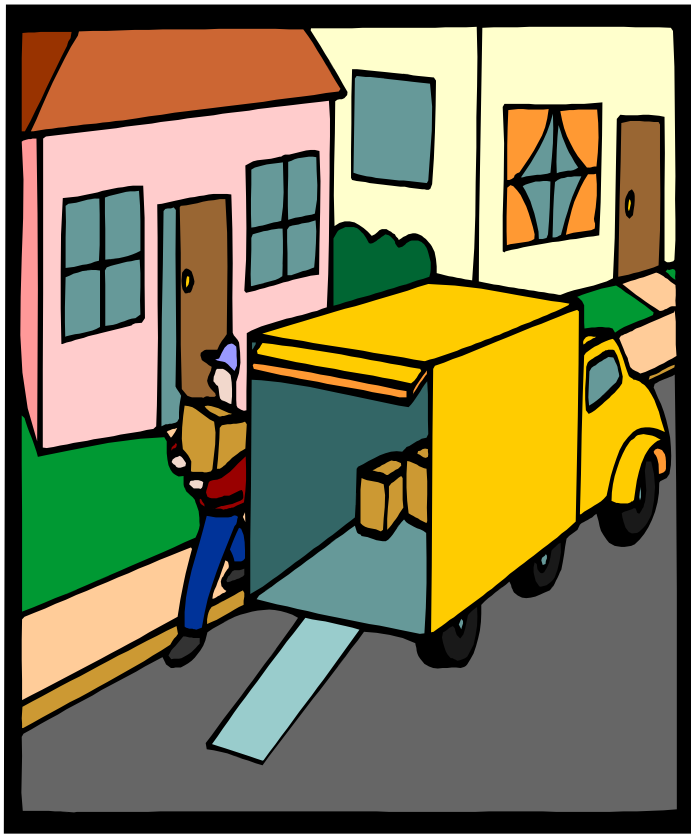
Challenges Voters

Common Challenges

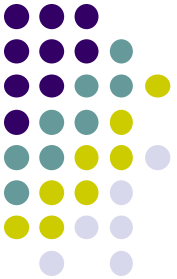
Type of Voters	Resources
Missing Registration	E Poll Book Manual pg. 9 Trouble Shooting Guide Provisional Ballot (last resort)
Voter with a Disability	Automark instructions pg. 47
Voters who have moved	If they moved before March 4 (60 days) out of city, they can NOT vote
Voter who happen to be Homeless/ Poor Economic	Treat with respect, empathy

Challenges
Voters Who Have Moved

- Move made within the City of Lansing ...
  - No Deadline
  - Have the voter complete an **Election Day Change of Address Notice**
  - Put the Change of Address Notice in the **Local Clerk Envelope**



Challenges
Voters Who Have Moved

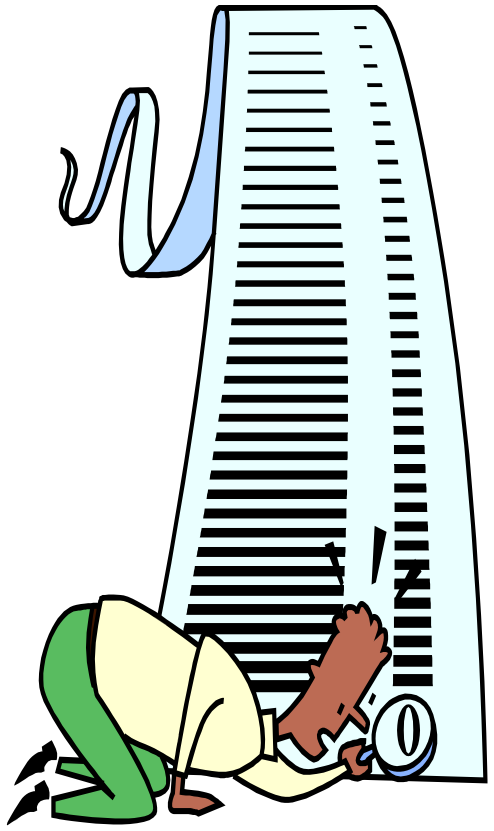


- Voter moved outside the City of Lansing
  - If the move was made after September 3 (60 days) and
  - the voter has not reregistered in their new location
  - have the voter complete a Cancellation Authorization and let them vote “one last time”
    - Place any Cancellation Authorizations in **the Local Clerk envelope**

  - If voter moved out of Lansing before September 3 (60 days), they do not have the right to vote here.
    - Recorded in E Poll Book as “rejected voter”

Missing Registration

- When a voter's name does not appear on the E Poll Book's precinct list take the following actions:
  - Confirm that the voter is in the correct precinct
  - **Check other precincts on E Poll Book**
  - Check for hyphenated names, prefix/suffix, name change, etc.
  - Ask to see a Voter ID card or valid voter registration receipt
  - Contact the Clerk's Office at 483-4133



Exposed Ballots

- If a voter deliberately shows any person in the polling place how he or she has voted, the ballot is void and must be rejected; the voter is not permitted to vote *(Exception, a minor child may accompany the voter to the voting booth)*

- Mark the ballot “REJECTED FOR EXPOSURE”
- Mark Voter as “REJECTED FOR EXPOSURE” in EPB
- Place the rejected ballot into the special envelope labeled “REJECTED FOR EXPOSURE”

Volunteer Opportunities

- #BeReady2Vote
  - Voter Registration Drive Specialist
  - Children Presentations – Mock Election
    - Sparty vs Big Lug
- Office Volunteers
  - City Hall – filing, prep mailing
  - SWOC – election prep/takedown

Elections in 2016 & 2017

- Save the Date – Upcoming Elections
  - August 2, 2016
  - November 8, 2016
  - May 2, 2017 (Potential)
  - August 8, 2017 (Confirm)
  - November 7, 2017 (Confirm)

CONCLUSION

Thank you for your continued dedication and excellence in the conduct of City of Lansing Elections.

Remember to make each voter's experience a positive one, and have fun on Election Day!